

**BY ORDER OF THE COMMANDER
42D AIR BASE WING (AETC)**

MAXWELL AFB INSTRUCTION 33-301

16 MAY 2011



Communications and Information

MAXWELL-GUNTER BASE BULLETIN

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing web site at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 42 CS/SCQ

Certified by: 42 CS/CC
(Maj Gerald T. Yap)

Pages: 4

This instruction implements AFPD 33-3, *Information Management*. It establishes policies and procedures for producing and distributing the Maxwell-Gunter Base Bulletin. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. This instruction applies to all personnel assigned to Maxwell-Gunter Air Force Base; it does not apply to the AF Reserve or ANG.

1. General Information. The Base Publications Management Office publishes the Maxwell-Gunter Base Bulletin (the Bulletin) every Tuesday and Thursday. When a Tuesday or Thursday falls on an official holiday, the Bulletin is published on the preceding Monday or Wednesday, respectively. The Maxwell Publications Management Office Lead is authorized to authenticate the Bulletin for the Commander, 42d Air Base Wing. The Air University Public Affairs Office will make a suitability determination for articles with questionable content. Personnel submitting articles for the Bulletin are responsible for the accuracy and timeliness of content and timely submission for publication.

2. Personnel and Organizations Authorized to Publish Articles. All personnel and organizations assigned, attached, supporting the Maxwell-Gunter mission, or are tenants on Maxwell-Gunter AFB may publish articles in the Bulletin. The Bulletin will only announce events sponsored by a governmental organization or private organizations established according to AFI 34-223, *Private Organizations (PO) Program*, and authorized on Maxwell-Gunter AFB. Private organizations must indicate this status in their request.

3. Submitting Articles. Submit requests to publish articles via e-mail to the Base Publications Management Office (base.bulletin@maxwell.af.mil) no earlier than two weeks prior to the event and no later than 1200 on the last duty day preceding the desired publishing date. Articles will appear in only one Bulletin issue unless properly justified; see [paragraph 4.5](#). Coordinate all requests according to submitting unit policies before submitting for publishing.

3.1. Tuesday editions contain military vacancies/cross-training opportunities and official articles; see [paragraph 4](#) for additional article guidelines.

3.2. Thursday editions contain official and unofficial articles; see [paragraph 4](#) for additional article guidelines.

4. Bulletin Article Guidelines. Articles will: be in single-paragraph format using Arial 10-point font; have a short descriptive title in bold, capital letters; and contain the requestor's organization and office symbol, rank/grade, name, and duty phone in parenthesis at the end of the article. See [Attachment 2](#) for specific formatting.

4.1. Official Articles. Official articles provide information of an official nature that impacts the mission or day-to-day operations. Promotion and retirement ceremony announcements are considered official articles.

4.2. Vacancies/Cross-Training Opportunities. The Bulletin will announce only vacancies to be filled by military personnel; it will not announce civilian or contractor vacancies.

4.3. Unofficial Articles. Unofficial articles are of general information to the base populace. Promotion and retirement luncheons or other recognition functions not included in a promotion or retirement ceremony notice are unofficial articles.

4.4. The Bulletin will not contain personal advertisements such as: private housing sales or rentals; wanted items; for sale items; lost and found; "personals"; etc.

4.5. Articles will appear in only one Bulletin issue unless justified. Include justification for publishing articles more than once with the request. Acceptable justification is a copy of the publication title and paragraph requiring more than one publishing or concurrence from the requestor's flight commander (as a minimum) or equivalent.

BRIAN M. KILLOUGH, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 33-3, *Information Management*

AFI 33-332, *Privacy Act Program*

AFI 34-223, *Private Organizations (PO) Program*

AFH 33-337, *The Tongue and Quill*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Attachment 2**MAXWELL-GUNTER BASE BULLETIN ARTICLE FORMAT**

A2.1. Keep articles as brief as possible; the Base Publications Management Office may edit for size if necessary. All articles will:

A2.1.1. Have a descriptive title in **BOLD CAPITAL LETTERS**.

A2.1.2. Use abbreviations listed in AFH 33-337, *The Tongue and Quill*, for military rank. Use “Ms.” rather than “Mrs.” or “Miss”.

A2.1.3. Spell out acronyms the first time they are used, state the acronym in parenthesis, then use the acronym throughout the rest of the article (e.g., Professional Military Education (PME)).

A2.1.4. Use the “DD MMM YY” date format (31 Dec 10). Do not use day of the week unless the article is announcing a recurring event (e.g., “every Thursday” or “first Monday”).

A2.1.5. Use appropriate 24-hour time (e.g., 0730, 1500, etc.). Do not use “hrs” or “hours” after time. If listing a specific time period, separate the starting and ending times with a dash (e.g., 0730-1630).

A2.1.6. Use the following abbreviations: “St” for street (e.g., Selfridge St); “Rd” for road (e.g., River Rd); “Ave” for avenue (e.g., Shumacher Ave); “Bldg” for building (e.g., Bldg 500); “Rm” for room (e.g., Rm 23).

A2.1.7. List the submitter’s information in parenthesis after the article. Separate the information with a virgule (/). Provide organization/office symbol/rank and last name/duty phone (e.g., (42 SFS/S1J/MSgt Doe/953-1234)).

A2.1.8. Not normally use first names unless the article is introducing a person or for clarification. When using a first name, use it only once, and then use title and last name throughout the rest of the article.

A2.1.9. Not list home phone numbers, personal cell phone numbers, home addresses, personal e-mail addresses, or other personally identifiable information as this can be a violation of AFI 33-332, *Privacy Act Program*.

A2.1.10. Not use official personal e-mail addresses (e.g., john.doe@maxwell.af.mil). Articles will contain only official organizational addresses (e.g., 42fss.ccf@maxwell.af.mil).

Figure A2.1. Example Bulletin Article.

<p>42D AIR BASE WING (42 ABW) SAFETY OFFICE WINTER DRIVING SAFETY TRAINING: Trooper Robert Harris of the Alabama State Troopers will conduct a series of 30-minute training sessions on Winter Driving Safety starting 2 Oct 09, 0800-0830, in the 42 ABW Commander’s Conference Room, Bldg 804, Rm 14, Maxwell AFB. Trooper Harris will conduct a training session every Monday through the month of October. Training will consist of videos and discussion. For more information or to reserve a special session for large groups (25 or more), contact SSgt Smith in the 42 ABW Safety Office at 953-1234/4321 or by e-mail: 42abw.safety@maxwell.af.mil. (42 ABW/SE/SSgt Smith/953-1234)</p>
